
CENTRAL REGION COUNCIL ON WORKFORCE SERVICES
Monthly Meeting Minutes
Thursday, February 26, 2004
12:30 p.m. attach reading list

Presiding: Jane Reister Conard, Chair

Present: Edward Armour, Allan Ayoub, Charles Daud, Greg Diven, Deirdre Darby Duffin, Bev Graham, John Hill, Paul Jackson, Douglas Johnston, Jon Pierpont, Steven Rosenberg, Kevin Schofield, Louie Silveira, Karen Silver, Kerry Steadman, Gordon Swensen (representing Russ Thelin), Dean Walker, Megan Weisen and Julie Zimmerman.

Excused: Cynthia Brothers, Representative Brent Goodfellow, Bo Hall, Todd Henriksen, Stephen Ronnenkamp, Russ Thelin and Commissioner Gene D. White.

Absent: Susan Archibeque, Norman Fitzgerald and Melva Sine.

Guests: Sandy Duncan, Edie Fauver, Monteen Gordon, Jill Merritt, Ken Serre and Yvette Woodland.

Staff: Karla Aguirre, Kim Auberger, Leno Franco, Jane Gardner, Steve Leyba, Diane Lovell, Melissa Olsen, and Verene Froisland.

Call to Order & Announcements

Jane Reister Conard, Chair, called the meeting to order at 12:34 p.m.

Ms. Conard then gave special welcomes to Dr. Jill Merritt and Sandy Duncan – both of whom are considering positions on the Central Region Council. Dr. Merritt stated that she recently started a small business that is aimed at workplace conflict resolutions. Ms. Duncan stated that she recently bought a photography studio – she has been a photographer most of her life, however, she hasn't always made her living with photography. Ms. Duncan then stated that it is wonderful to be doing something that she really likes. She is also excited to be involved with the Council.

Ms. Conard then welcomed Monteen Gordon, Director of the State Council, as a guest speaker and Ken Serre who is representing the various employment centers.

Jon Pierpont introduced Steve Leyba and stated that he has accepted the Assistant Regional Director position for Central Region – his focus will be in the employment counseling aspect of our region. Mr. Pierpont then announced that Yvette Woodland has accepted a new position in Central Region as the Assistant Director over the Eligibility Services portion of our region.

Ms. Conard stated that there was a successful Training Vendor Fair on February 19th – 34 schools had display tables set up and about 50 Department of Workforce Services (DWS) staff attended to learn about the training options available.

Greg Diven stated that he attended the Fair for a short time and was impressed with the variety of vendors available to the DWS customers. Mr. Diven then stated that he thinks it would be wise if all Council members took some time to find out a little bit about the available vendors.

Diane Lovell passed around some photographs that were taken at the Vendor Fair.

Ms. Conard stated that the Council wants to acknowledge the service of Jan Cook who was very active until last summer when she was given additional job duties. Because of these additional job duties, Ms. Cook decided that it would be best for her to resign. A plaque will be sent to Ms. Cook to recognize her efforts.

Consent Agenda

A. Approval of Minutes – Central Region Council meeting of Thursday, January 22, 2004 and Executive Committee meeting of Thursday, February 12, 2004.

Karen Silver moved to approve the minutes from the Central Region Council meeting of Thursday, January 22, 2004 and Executive Committee meeting of Thursday, February 12, 2004. Kerry Steadman seconded the motion. All voted “Aye”. The motion passed.

B. Ratification of January 22, 2004 Council Action Items –

1. Approval of Minutes – Central Region Council meeting of Thursday, December 11, 2003 and Executive Committee meeting of Thursday, January 8, 2004.
2. Training Provider Applications:
 - a. Approve – Columbia College, CAD Solutions and Nursing Services Inc.
 - b. Deny – Breakthrough Management Group and Pioneer Health Inc.
3. Approve Proposal to establish Central Region Council Executive Roundtable.

Ed Armour moved to ratify the action taken at the January 22, 2004 Central Region Council meeting as noted above. Paul Jackson seconded the motion. All voted “Aye”. The motion passed.

Letter to UTA Regarding Need for 5600 West Bus Route

Mr. Pierpont stated that he has done some research to find out what all has been sent to UTA at this point. There has been several letters sent to both UTA and the West Valley City Mayor. Mr. Pierpont then showed a few pictures of some DWS customers walking on the side of the street to get to the West Valley City Employment Center. The customers are walking 2 to 3 feet away from oncoming traffic. Mr. Pierpont feels that the fact that there are no sidewalks available has not been well described to UTA. Mr. Pierpont then noted that a letter was sent to DWS asking the Department to provide the number of customers walking to and from the employment center and which zip code areas they are arriving from. Mr. Pierpont is not sure that the information has been provided to UTA at this time. Mr. Pierpont then asked the Council what direction should be taken at this point.

Allan Ayoub stated that he was told by the UTA Board and the staff person responsible for making route decisions that it would be very difficult to justify a route in that area because there is not enough population density.

Ms. Gordon stated that there are two issues – if we can't get a bus route what about justifying sidewalks for safety reasons.

Megan Weisen feels that we should request the information that UTA has on the population density to see what factors are considered.

Ms. Conard stated that she would like to refer this issue to one of the committees with assistance from DWS staff to continue to look into this issue – perhaps a presentation could be made to West Valley City about safety and streets.

Ms. Silver volunteered the Basic Needs Committee to look into this issue further.

Ms. Conard thanked Ms. Silver for volunteering and asked her to be prepared to update the Council next month.

Recommended Allocation of \$38,697 Youth Funds

Mr. Jackson gave a brief background regarding the recommended allocation of the \$38,697 youth funds. He stated that the Youth Council has the responsibility and the stewardship, as designated by our Region Council, to oversee the programs for the youth in our jurisdiction. The Youth Council, with the Region Council's ratification, gave the contract to provide services to Salt Lake County under what we refer to often as the YES Program. In January, the DWS Budget Office notified Central Region that due to an accounting error, an additional \$38,697 of WIA youth formula funding was available. This information was taken to the Youth Council to get a recommendation from them because it was staff's recommendation to the Youth Council that since this money was originally intended to be included in the original contract that we just wanted ratification that the \$38,697 be given to the YES Program as an extension because it applies to the FY that we are now in. In meeting with our provider, they have multiple programs that they can immediately use these funds and will go to benefit the youth. The challenge that was encountered at the Youth Council meeting was that some of the participants of that committee felt that there should be some discussion that we should consider opening up and looking at other vendors and other programs to expend these monies. Mr. Jackson then stated that looking at other vendors is a great idea but we were anxious to honor staff's recommendation and the intent of the original allocation. Mr. Jackson continued by stating that after some discussion at the Youth Council meeting he called for a motion and no one on the Council would make one. Due to no action being taken by the Youth Council, he informed them that he was going to be taking this to the Executive Committee and then to the Council for action.

Mr. Ayoub made a motion that the \$38,697 youth funds be allocated and given to our current youth contract vendor (YES Program) for use in the current FY period. Mr. Armour seconded the motion. All voted "Aye". The motion passed.

Mr. Ayoub then stated that since there seems to be some interest in looking at other vendors that it be part of the process in the next fiscal year. Mr. Jackson stated that he would address this request during his committee report.

Committee Reports – ANNUAL GOALS Update

Basic Needs – Ms. Silver stated that a few months ago she brought to the Council the information that DWS was going to try to ask for interim study language to look at doing something to help people to become FEP Cash assistance people to help them to become more job ready. There was no language at that time, since then they have worked out the language and Senator Carlene Walker, the Chairperson of the Committee, has approved it and submitted it to Senator Mayne for consideration for interim study. Ms. Silver continued by stating that the Basic Needs Committee recommends that there be a letter of support from the Council to have it ready so that we can show that we support the study and that we realize that people are in different circumstances and there needs to be flexibility in helping people get as employment ready as possible.

Ms. Silver made a motion that the Central Region Council write a letter of support for Raylene Ireland's and Representative Carlene Walker's interim study request for FEP Cash Assistance customers. Mr. Ayoub seconded the motion. All voted "Aye". The motion passed.

Marketing – Mr. Armour stated that the Marketing Committee made some comparisons in terms of preparation for the upcoming retreat – we reviewed our last year's goals, the new goals from Workforce Development and Information Division (WDID) and Governor Walker's new work plan that would be similar to the 1000-Day Plan. The Marketing Committee has also identified the four goals that we are going to flesh out during the retreat.

Ms. Conard congratulated the Marketing Committee for being a month ahead. She then noted that she would like each committee to be prepared with their goals that they will be working on in April during the retreat.

Training & Development – Doug Johnston stated that the Training & Development Committee has received a report from Mr. Pierpont suggesting that the Council recommend approval of an increase from the \$5,000 guideline per person for training to \$7,000. A copy of Mr. Pierpont's report was distributed to the Council members.

Mr. Johnston made a motion to recommend that the State Council increase the Customer Training Limitation from \$5,000 to \$7,000. Mr. Jackson seconded the motion.

Mr. Ayoub spoke concerning the motion and wanted to make sure that everybody understands that this is a recommendation being made by this Council to the State for their consideration.

Ms. Conard then called for the vote. All voted "Aye". The motion passed.

Ms. Conard then stated that this would be forwarded to the State Council, which meets again on April 22nd.

Facilities – There was no report at this time.

Youth Council – Mr. Jackson stated that after the Youth Council had the discussion about the \$38,697 youth funds, he indicated that the Youth Council would be starting to formalize a strategy to take another look at the County and the youth and develop some more concrete strategies as we move forward. Mr. Jackson then stated that he has had some discussion with our current vendor, as well as other potential parties who would also want to bid on that service. So, that issue will be taken care of over the next several Youth Council meetings. The Youth Council also had a presentation by a program that is called Health Career Opportunity Program (HCOP). HCOP has to do with taking disadvantaged youth and exposing them to not only health care careers but preparing them for transitioning to the academic process. Mr. Jackson then stated that he attended last year's graduation – there were people from about 15 different countries who were either economic or ethnic disadvantaged and they were given skills in both basic English and math. It was an amazing experience. Mr. Jackson then addressed another topic that was discussed at the Youth Council meeting. He stated that the Governor has recently come out with two initiatives that impact the Youth Council – one has to do with focusing on the transition of older age youth from foster care to the workforce. The Youth Council plans to develop strategies then he will do a follow up report with the Region Council.

The other initiative has to do with focusing more on how we assist those older age youth that are being transitioned from a correction process to the workforce.

State Council and Regional Council Strategic Planning

Ms. Gordon stated that the Department is in the process of developing a new strategic plan for workforce development and for the Department of Workforce Services – this is being done at the Executive Management Team level under the direction of Raylene Ireland. Darin Brush, Deputy Director over WDID and James Whitaker, Deputy Director over the Employee Development Division (EDD) are both making their own plans that will fit under the Department plan. The Department plan will take into consideration possible transitions for the State and any possible transitions for the Department. When the plan is complete, Ms. Ireland will share it with the State. It is currently in the final finishing stages. Ms. Gordon then distributed and discussed a handout that talks about the statute, from the Utah Code, of a requirement for the Regional and State Councils to have a plan in place. Ms. Gordon also noted that having the statute would also come in handy when the Council has their retreat in April. Ms. Gordon distributed and discussed another handout that identifies WDID's Vision, Mission and Goals.

Retreat Planning

Mr. Diven stated that this year's retreat would be held on Thursday, April 22nd beginning at 7:30 a.m. with a Continental Breakfast and adjourning by 12:40 p.m. It is hoped that having a half-day retreat will help with the attendance. The location is the Matheson Courthouse with a possible tour after the retreat. The facilitator/presenter will be Michael J. Glauser who will help guide the Council through the process of developing action steps for each of the Committee's goals/objectives. Mr. Glauser is the author of *The Business at Heart*, which focuses on how every day Americans are changing the world. A copy of his book will be given to each attendee. Each committee is encouraged to have their goals identified prior to the retreat and then the objective will be to come up with steps to make those goals happen. Mr. Diven continued by stating that it is also requested that each committee identify a DWS staff resource who would participate with each committee during the retreat breakout session. If anyone would like to do some advanced reading, Mr. Glauser recommends *Execution: The Discipline of Getting Things Done* and *The 21 Indispensable Qualities of a Leader: Becoming the Person that People Want to Follow*. A reading list will be forwarded to all members. Mr. Diven encouraged everyone to attend.

Executive Roundtable Update

Mr. Diven stated that the planning process has started. There are currently six individuals involved with the Roundtable and he is looking for representation from the education sector. Mr. Diven noted that it is not too late to be involved – just let him know. It is hoped that the first meeting will be held in March and then Mr. Diven plans to report back to the Council in April.

Mid-Year Performance Update

Mr. Pierpont stated that the Department is midway through the performance year. The framework he will be discussing is a DWS framework – the workload we have been facing the first 6 months of the year and some of the performance outcomes that we have realized at this point. Mr. Pierpont then gave a PowerPoint Presentation. At the conclusion of his presentation, he identified the following opportunities/issues for the Department:

- Career Management System
- New and Incumbent Training
- Turnover Rate
- WIA Obligations/Expenditures

- WIA – Child Care State Audit
- What is Case Management?
- eREP
- 5-year Facility Plan

A brief comment and question period followed Mr. Pierpont's presentation.

Ms. Conard thanked Mr. Pierpont for an excellent presentation that was very concise and well detailed. She then encouraged the Council members to contact Mr. Pierpont if they had any other questions.

Old Business

Ms. Silver raised a question about the customer "income qualifying information that was requested at the last meeting following Ms. Aguirre's presentation on training. Ms. Lovell responded by stating that the information will be sent via e-mail to all Council members. Ms. Silver then stated that she would like to hear a report at next month's Council meeting regarding the outcome of the February 2nd Groundhog Job Shadow Day that the YES Program participated in.

Ms. Conard responded by stating that that will look into getting that information for the next meeting.

New Business

There was no new business.

Public Comment

There was no public comment.

The meeting adjourned at 1:45 p.m.